

SAVE – MANUAL REQUEST OF ADDITIONAL VERIFICATION

Revised: 02/19/03

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INTRODUCTION: The U.S. Citizenship and Immigration Services (USCIS) Status Verifier may not be able make a citizenship status determination without seeing a copy of the non-citizen's immigration document. If the Additional Verification response code reads that no determination can be made, a manual request is required. Submit a Document Verification Request, Form G-845S, with copies of both sides of the document presented by the non-citizen, to your local USCIS office for processing.

1. Complete the G-845S U.S. Citizenship and Immigration Services (USCIS) form as completely as possible. Step Information goes here.

- When the SAVE System response is to submit a manual request, a G-845S must be completed and sent to USCIS. Include copies of documents for that person. A separate G-845S form is required for each family member who received a manual request response from the SAVE system.
- The G-845S form can be printed from the USCIS web site which is <http://uscis.gov/> . Once you are on their web site:
 - Click on 'Immigration Forms, Fees and Fingerprints'. The USCIS Forms Table will appear.
 - Click on Forms and Fees.
 - Scroll down until you locate Form G-845S.
 - Click on Form G-845S.
 - Under Download Format, click on G-845S.
 - Print the G-845S Form.
- Or click on this link to bring up and then print Form G-945S <http://uscis.gov/graphics/formsfee/forms/files/g-845s.pdf> .

2. Complete the Form G-845S and attach appropriate documentation.

- Photocopy both sides of all applicable pages and include original immigration documentation.

NOTE: For easy retrieval and quality control purposes, USCIS suggests a copy of every alien applicant's Immigration documentation also be maintained in the case file.

3. Send the completed form and all appropriate attachments to:

- U. S. Citizenship and Immigration Services (USCIS)
Attn: Immigration Status Verifier
5272 South College Dr. #100
Salt Lake City, UT 84123

4. Determine eligibility based on the information provided by USCIS.

- USCIS completes Section B of the G-845S form.
- The G-845S Form and attached photocopies will be returned within 10 working days of receipt by the USCIS office.

NOTE: DO NOT delay an eligibility decision pending completion of SAVE verification procedures.